





BY-LAWS ^{AND} RULES

OF THE

BOARD OF MANAGEMENT

OF THE

Hamilton Public Library



1897 or later

HAMILTON PUBLIC LIBRARY

1897
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HAMILTON PUBLIC LIBRARY

BY-LAWS
OF THE
BOARD OF MANAGEMENT OF THE
HAMILTON PUBLIC LIBRARY

1. The Board shall elect by ballot one of their number as Chairman. He shall hold office for one year. When present he shall preside at meetings of the Board; and in his absence a chairman may be appointed pro tem. The Chairman has the same right of voting as the other members of the Board, and no other.

2. The Board shall meet on the first Thursday of each month; and at such other times as they may see fit, except in the month of January in each year, when the regular meeting shall be on the last Thursday in the said month.

3. The Chairman, or any two members, may summon a special meeting of the Board, by giving at least two days' notice in writing to each member, specifying the particular purpose for which the meeting is called.

4. No business shall be transacted at any meeting of the Board unless four members of the Board are present.

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5. All orders and proceedings of the Board shall be entered in books to be kept by them for that purpose, and shall be signed by the Chairman for the time being.

6. The Board shall, in the month of January in every year, make up, or cause to be made up, an estimate of the sums required to pay during the ensuing financial year.

(1) The interest on any money borrowed, as provided by the Free Library Act.

(2) The amount of sinking fund.

(3) The expense of maintaining and managing the Library and reading room, or museum under their control, and of making the purchases required therefor.

Such estimates shall be reported to the City Council not later than the first of April of each year.

7. The Board shall keep distinct and regular accounts of their receipts, payments, credits and liabilities, which shall be audited by the City Auditors in like manner to the other accounts of the city.

And further that—

8. The City Solicitor shall be the Solicitor for the Hamilton Public Library Board.

9. The officers of the Board shall be the Chief Librarian, who shall also perform the duties of Secretary and Accountant; such Assistant Librarians as may be needed for efficiently carrying on the work of the Library; and a

Caretaker for the Library building ; all of whom will hold office at the pleasure of the Board.

10. All vouchers approved by the Board, relating to the purchase of books, and periodicals, and bindings shall have their correctness certified to by the Chairman of the Library Board ; and all of said vouchers, and all other vouchers approved by the Board, must be certified as correct by the Chairman of the Finance Committee, before payment of same can be made, and all orders on the Treasurer shall be signed by the Chairman and Secretary of the Board only, and all cheques on the funds of the Board shall be signed by the City Treasurer and counter-signed by the Chairman of the Board only.

11. There shall be two Standing Committees for the transaction of the business of the Board, viz. :

- (1) The Building and Finance Committee.
- (2) The Library Committee.

Each Committee shall consist of four members, and the Chairman of the Board shall be ex-officio a member of both Committees. Three shall form a quorum of said Committees.

12. The order of business at all regular meetings of the Board shall be :

- (1) Reading and confirming minutes of last previous meeting.
- (2) Reading of correspondence and list of donations to the Library.

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(3) Reports and communications from officers of the Board.

(4) Reports of Committees.

(5) Unfinished business.

(6) New business and notices of motion.

(a) All motions shall be presented in writing, with the names of the mover and seconder, and shall be read by the Chairman before they are discussed: Any motion read by the Chairman is in possession of the Board, but may be withdrawn at any time, if the Board sanctions such withdrawal.

(b) No motion which involves the outlay of money, or of the discussion of new business, shall be submitted without previous notice, unless by consent of all the members of the Board present.

(c) Only two motions in amendment shall be in order at the same time: one to amend the original motion, the other to amend the amendment—they shall be put to the meeting in the reverse order in which they were proposed.

13. The election of Chairman of the Board and all officers of the Library, shall be held each year on the first meeting of the Library Board for that year. At the request of any member of the Board, the decision of any other question shall be by yeas and nays, and these shall be entered in the minutes of that meeting.

14. The Building and Finance Committee shall meet on the Wednesday previous to the

regular meeting of the Board. They shall have supervision of the Library buildings, and of all repairs, extensions, alterations, heating, lighting, and renting of the same. The Caretaker

of the Library shall also be under their control, but instructions to him shall be given through the intervention of the Librarian, whose directions the Caretaker shall obey, and to whom he shall be directly responsible.

15. The Building and Finance Committee shall see that all necessary appropriations are reported to the Board, and shall investigate all accounts and pass upon the same before presentation to the Board. They shall have charge of all questions pertaining to Insurance, and to the general finances of the Library.

16. The Library Committee shall meet on the Tuesday previous to the regular meeting of the Board. They shall have supervision of everything relating to the selection and purchase, use and binding of books and periodicals: of the disposal of duplicates, and the preparation, printing, and distribution of catalogues. They shall have the superintendence of the Library employees, except as heretofore provided, and shall report to the Board names of suitable persons as librarians, and assistants. They shall examine donations to the Library before such donations are reported to the Board.

The names of all books to be purchased for the Hamilton Public Library shall be supplied to the Board by the Library Committee, passed by the Board, and, by the order of the Board, purchased by the Librarian.

17. The Librarian shall have charge of the rooms and employees of the Library and reading rooms. He shall be responsible for the preservation of order in the building, and for the safety of the books and property pertaining to the Library. He shall have executive superintendence under the supervision of the Standing Committees of the general working of the Library. He shall also prepare for the Library Committee lists of the books, and at the first regular meeting of the Board in each month he shall report the condition and circulation of the books circulated in the preceding month. At the first meeting of the Board in January of each year, he shall also report fully the condition and working of the Library to the 31st of December preceding.

18. The Chairman of the Board shall present an annual report, which shall give a summary of the proceedings of the year.

19. Any member, or members of the Board, may, at the pleasure of the Board, be appointed to conduct any correspondence on behalf of the Library the Board may deem desirable.

20. Any question of procedure that may arise, which these By-Laws do not determine, shall be governed according to the rules and orders of the Parliament of Canada.

21. No alteration in these By-Laws shall be made unless openly proposed at a general meeting of the Board, entered on the minutes, with the name of the member proposing the same, and adopted at the next regular monthly

meeting, by a vote of two-thirds of the whole Board.

22. The foregoing are hereby adopted, and declared to be the By-Laws of the Board of Management of the Hamilton Public Library.

23. It is hereby enacted by the Board of the Hamilton Public Library that the resolution of the eighth of February, 1890, adopting a seal for the use of the said Board, be, and the same is hereby rescinded; and it is further enacted that the seal now presented to this Board, and which consists of a circular die containing within the inner circle or margin the words "Hamilton Public Library, Established 1889," which said die or seal shall be of, or about the size of, the die or seal of the Toronto Public Library, be, and the same is hereby adopted as the seal or coat of arms of the said Hamilton Public Library.

RULES

For the Safety and Use of the Library.

1. The Librarian shall, under the direction of the Library Committee, have general charge and superintendence of the Library in all its departments, and shall be responsible for the care, and safety of the books and other property; for the proper and orderly condition of the Library premises, and for the proper discharge of their duties by all the employees.

2. The Library shall be entirely closed on Christmas days, and on Good Fridays. On statutory and other public holidays the reading rooms **only** shall be open from 10 a.m. to 9 p.m. On all other days of the week (except such days as are set apart for cleaning purposes) the Library and reading rooms shall be open from 8.30 a.m. to 9.30 p.m. The circulating department is open from 9 a.m. to 8.30 p.m. and the reference department from 9 a.m. to 9.30 p.m. During the months of July and August each department will close one-half hour earlier.

3. Any person of good deportment and habits may have use of the papers and periodicals in the reading room, and of the books of the Library for consultation in the building. Applications for books must be made in writing, on forms to be had at the delivery desk. No

person who is in an intoxicated, disorderly, or unclean condition, will be admitted to the rooms, or allowed to remain in them. No audible conversation will be allowed, and no person will be permitted to lounge, or sleep in the rooms, smoke, partake of refreshments, spit, or use the rooms for any purpose for which they are not intended. Dogs will not be allowed in the building.

4. No person will be allowed to pass within the Library enclosure without the permission of the officer in charge.

Reference Books.

5. Encyclopædias, dictionaries and other works of reference, elaborately illustrated books, books not easily replaced on account of their rarity or value, and such others as may be considered unsuited for the general circulation, shall be used only in the building.

6. Applications for books referred to in rule 5 must be made in writing on forms to be had at the delivery desk. The signature of the applicant shall be deemed to be an assent to the rules and regulations of the Library. Exchanging books with any other reader is strictly prohibited, and persons giving a false address are liable to prosecution. Every reader must, before leaving the room, return the book, or books, into the hands of the Librarian.

7. The Librarian shall carefully examine each book returned, and if the same be found to have sustained any injury, or to have been rendered of less value by being soiled or written in, the person to whom it was delivered

shall either pay the amount of the damage, or shall procure a new book of equal value, and should the book belong to a set, the whole set must be replaced; in these cases such person will be entitled to the damaged copy or set on depositing the new one. If any person to whom a book shall have been delivered injures, or does not return the same into the hands of the Librarian before leaving the room, or refuses, or neglects either to pay on demand the amount of any loss or injury, or to procure another copy or set as before mentioned, such person may be prosecuted under the Free Libraries Act, Chapter 232, of the Revised Statutes of Ontario, 1897.

8. The Librarian shall have discretionary power to refuse books to any applicant, especially in the case of minors, and in the case of books of great value and rarity. An examination of costly and rare books must be made, if the Librarian requires it, in the presence, and with the assistance of, any attendant connected with the Library.

9. The use of ink for making extracts, for copying, or for taking tracings, is not permitted.

10. Certain of the reference books may be had for home use, by making application to the Librarian, and signing a special blank.

Books for Home Use.

11. Any resident of Hamilton, above the age of fourteen years, and any person resident out-

side the City of Hamilton, in Wentworth County, but having a permanent place of business in Hamilton, and paying city taxes, may be allowed to draw books from the Library upon signing an agreement to obey the rules and regulations of the Library, and upon complying with either of the following conditions:

(1) Giving satisfactory security in the form following, to remain in force not more than two years:

To the Librarian, Public Library, Hamilton:
I recommend..... the person named
on the other side of this card. as a fit person to
enjoy the privileges of the Hamilton Public
Library; and I hereby guarantee that I will
make good any injury or loss the Library may
sustain from the permission that may be given
in consequence of this certificate.

Name.....

No.....Street.

When the person who has signed this guarantee shall desire to withdraw from it, he must give notice thereof in writing to the Librarian, who will give a release as soon as he shall have ascertained that no liability exists. Members of firms will please sign their individual, and not their firm's names. Guarantors must be residents of the city. The privileges granted under the certificate may be revoked at pleasure by the Board of Management.

(2) Depositing two dollars with the Librarian, or in special cases such further sum as

the value of the book desired, or of the set to which it may belong, may, in the judgment of that officer, be required. A receipt will be given for the deposit, and the money will be returned upon the depositor surrendering his, or her card, clear of all liability, and returning such receipt.

12. The privileges of the Library are extended to any person residing outside the City of Hamilton, in Wentworth County, who shall pay to the Librarian the sum of three dollars per annum, subject to the regulations that apply to actual residents of the City; **provided** that the guarantor for such person be an actual resident of the City.

13. The above guarantee must be renewed every two years, or upon the death of the guarantor, or upon his removal from the City of Hamilton, or if for any reason the surety be considered as not sufficient.

14. No guarantee shall be taken from any member of the Board, or from any officer or employee of the Board.

Borrowers' Cards.

15. Each person entitled to draw books from the Library will, on payment of five cents, be supplied with a card inscribed with his or her register number. This card must be presented whenever a book is borrowed, returned or renewed. Card holders are especially cautioned against losing their cards, as they will be held responsible for any books taken out with such

card. Should this card be lost, a new one, for which five cents must be paid, will not be issued until thirty days after written notice of the loss has been given; but the loss of a card will not remove the holder's responsibility for its subsequent use; and if a lost card is recovered after a new one has been issued in its stead, the duplicate must be immediately surrendered. This card must be surrendered yearly, and a new one will be issued on payment of five cents. Immediate written notice of change of residence must be given at the Library. Neglect to give this notice will subject the borrower to forfeiture of the privileges of the Library.

16. Every holder of a card is entitled to draw only one volume at a time, except in cases of works of fiction complete in two or three volumes, when the two or three volumes may be drawn at once.

17. Readers are requested to report any undue delay in the delivery of books.

18. Each book may be retained fourteen days, and the loan may be at once renewed for the same time, excepting when the book has been applied for by another card-holder, and except in the case of first editions of new books in class L, which, within three months after being so acquired, may only be retained seven days.

19. Any card-holder applying to draw a book (excepting books in class L and M) which is not in at the time of such application, will be entitled, upon leaving with the Librarian an ad-

dressed postal card, or stamped and addressed envelope, to receive notice of the return to the Library of such book; but such book will not be held for such applicant more than twenty-four hours after the mailing of such notice. Applicants will be notified in the order of their application.

20. A regular rotation will be observed as to the order of priority in arrival at the counter, those coming first to be served first.

Fines.

21. To protect the Library against loss, and to secure to all a just and equitable share in its benefits, any person who detains a work, whether bound in one or more volumes, longer than the regulations permit, shall be fined three cents for each day of detention and pay one cent for each mailed notice.

Note—The day on which a book is taken out is not counted in counting the time during which, under the rules, a book may be detained; but Sundays are always counted; and holidays and other days on which the Library may be closed, are also counted, except when such day happens to be one on which the count ends, and then the count shall end at the close of the first day on which the Library may be opened thereafter.

Example—A book is taken out on Monday, August 1st; if returned on Monday, August 15th, no fine is incurred; if not returned on that day, a mail notice is sent on the 16th, and a fine

of three cents is incurred for every day after the 15th, until the book is returned, with one cent for mail notice. If for any reason the Library is closed on the 15th, the borrower may have the 16th, or the first day subsequent thereto, on which the Library is open, on which to return the book.

22. If the book be not returned within four weeks of the day of issue, a notice shall be sent by a messenger, who shall be directed to bring in the book and collect an additional penalty of twenty-five cents. If the book and fine are not furnished to the messenger the guarantor will be notified.

23. If the book be not returned within six weeks of the day of issue, the Librarian may proceed to collect by process of law the value of the book, or of the set to which it may belong, with accrued fines and other charges to the date of the payment.

24. The fine must be paid at the Receiving Clerk's desk and the card stamped before books will be issued upon it; provided, that upon satisfactory representation an extension of time of not more than fourteen days, for the payment of such fine may be allowed. If the fine is not paid within the time allowed, the card will be taken up and further use of the Library refused until full settlement is made.

25. Books shall not be changed on the same day on which they are taken out.

Books and Cards not to be Lent.

26. No person shall lend either his or her Library Card, or any book belonging to the Library, to any one not a member of the same household.

27. The Library attendants are forbidden to use their official position to confer upon their friends any advantage in the use of the books not accorded to all users of the Library.

Injuries to Books.

28. Writing in books is strictly prohibited; and all injuries to books, beyond a reasonable wear, and all losses, must be promptly adjusted to the satisfaction of the Librarian by the person liable.

29. Every person drawing a book is requested to examine it for self-protection before leaving the room, and to call the attention of one of the assistants to any imperfections, and such assistant shall note the imperfection on the slip.

30. No book, paper or periodical shall be clipped, marked, or otherwise mutilated or defaced, and in case thereof the person offending shall be liable to a fine or penalty not exceeding ten dollars for every such offence.

Return of Books.

31. All books must be returned to the Library at special times (such as annual examinations, etc.) as may be required by the Board, under a penalty of one dollar for each volume

detained, but one week's notice of the time when books must be returned shall be given in the newspapers of the city.

32. All magazines and papers must be read at the stands and tables provided for the purpose, and any paper can be claimed on ten minutes' notice being given to the reader.

Proposing Books.

33. Readers desirous of proposing books, periodicals or newspapers for addition to the Library, may do so by writing the names of such books, etc., in a suggestion book, which will be submitted regularly to the Library Committee.

Abuses, Etc.

34. Any person violating these rules may be suspended from the use of the Library and reading room, and the case at once reported to the Library Committee for further action thereon, and every person so offending is liable to a fine or penalty, not exceeding ten dollars for every offence.

35. The word "Librarian," wherever mentioned in these rules and regulations, shall be taken to mean the Librarian-in-Chief, or any of his assistants, excepting in Rule No. 1, where it shall mean the Librarian-in-Chief.